

BRANCH DISTRICT LIBRARY
FINANCIAL STATEMENTS
NOVEMBER 30, 2018 AND 2017

CONTENTS

	Page
FINANCIAL STATEMENTS	
Independent accountants' compilation report	1
Basic Financial Statements:	
Governmental Funds Balance Sheets:	
General Fund	3
Special Revenue Trust Fund	4
Capital Projects Fund	5
Permanent Trust Fund	6
Statement of Revenues, Expenditures and Changes in Fund Balance Compared to Budget:	
General Fund	7
Statements of Revenues, Expenditures and Changes in Fund Balance:	
Special Revenue Trust Fund	8
Capital Projects Fund	9
Permanent Trust Fund	10
OTHER SUPPLEMENTAL INFORMATION	
General Fund:	
Schedule of expenditures compared to budget	11
Schedule of expenditures	12



INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

To the Members of the Branch
District Library Board
Branch County, Michigan

December 11, 2018

We have compiled the accompanying balance sheets of Branch District Library as of November 30, 2018 and 2017, and the related statements of revenues, expenditures and changes in fund balance, and other supplemental information for the eleven months then ended, and retained earnings and cash flows for the year then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements or additional information.

Management has elected to omit substantially all of the disclosures and the statements of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and the statements of cash flows were included in the financial statements, they might influence the user's conclusions about the company's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The accompanying annual budget of Branch District Library for the eleven months ending November 30, 2018, has not been compiled or examined by us and, accordingly, we do not express an opinion or any other form of assurance on it.

To the Members of the Branch
District Library Board
Branch County, Michigan

December 11, 2018

Management has elected to omit the summaries of significant assumptions and accounting policies required under established guidelines for presentation of prospective financial statements. If the omitted summaries were included in the budgeted information, they might influence the user's conclusions about the entity's budgeted information. Accordingly, this budgeted information is not designed for those who are not informed about such matters.


TAYLOR, PLANT & WATKINS, P.C.

BRANCH DISTRICT LIBRARY

**GENERAL FUND
BALANCE SHEETS**

ASSETS

	November 30,	
	2018	2017
Cash	\$ 164,166.91	\$ 606,204.43
Investments	659,506.11	652,650.81
Due from County	55,636.62	28,652.30
Due from the City of Coldwater	27.97	0.00
Due from others	5,068.26	2,075.52
Prepaid expenses	21,796.69	8,101.12
	<hr/>	<hr/>
Total assets	\$ 906,202.56	\$ 1,297,684.18

LIABILITIES AND FUND EQUITY

LIABILITIES

Accounts payable	\$ 14,166.52	\$ 1,945.00
Due to the City of Coldwater	44.16	101.80
Payroll taxes payable	13,543.10	2,863.34
Accrued wages	46,066.22	15,637.01
	<hr/>	<hr/>
Total liabilities	73,820.00	20,547.15

FUND BALANCE

	832,382.56	1,277,137.03
	<hr/>	<hr/>
Total liabilities and fund equity	\$ 906,202.56	\$ 1,297,684.18

BRANCH DISTRICT LIBRARY
SPECIAL REVENUE TRUST FUND
BALANCE SHEETS

ASSETS

	November 30,	
	2018	2017
Cash	\$ 187,365.71	\$ 169,567.34
Restricted assets:		
Cash	36,725.48	46,630.01
Investments	29,072.46	0.00
Total Assets	\$ 253,163.65	\$ 216,197.35

LIABILITIES AND FUND EQUITY

LIABILITIES

FUND BALANCE

Restricted:		
A. Barnett memorial	23,618.22	11,090.56
Fisher memorial	2,204.83	1,540.46
Dallen memorial	874.20	867.02
Uhle memorial	5.75	0.00
Morton memorial	29,072.46	29,066.29
Union City Facilities	5,169.06	254.15
G. Barnett memorial	4,853.42	3,811.53
Total Restricted	65,797.94	46,630.01
Committed	187,365.71	169,567.34
Total fund balance	253,163.65	216,197.35
Total liabilities and fund equity	\$ 253,163.65	\$ 216,197.35

BRANCH DISTRICT LIBRARY

**CAPITAL PROJECTS FUND
BALANCE SHEETS**

ASSETS

	November 30,	
	2018	2017
Cash	\$ 445,240.72	\$ 307,801.84
Investments	103,563.60	102,379.97
Total Assets	<u>\$ 548,804.32</u>	<u>\$ 410,181.81</u>

LIABILITIES AND FUND EQUITY

LIABILITIES

Total liabilities	0.00	0.00
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FUND BALANCE

	548,804.32	410,181.81
Total liabilities and fund equity	<u>\$ 548,804.32</u>	<u>\$ 410,181.81</u>

BRANCH DISTRICT LIBRARY

**PERMANENT TRUST FUND
BALANCE SHEETS**

ASSETS

	November 30,	
	2018	2017
	<hr/>	<hr/>
Restricted assets:		
Cash	\$ 57,000.00	\$ 52,000.00
Investments	<hr/> 90,133.62	<hr/> 90,133.62
Total assets	<hr/> <u>\$ 147,133.62</u>	<hr/> <u>\$ 142,133.62</u>

LIABILITIES AND FUND EQUITY

LIABILITIES

Accounts payable	\$ 0.00	\$ 0.00
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FUND BALANCE

Restricted:		
Semmelroth memorial	50,000.00	50,000.00
Dallen memorial	2,000.00	2,000.00
Uhle memorial	5,000.00	0.00
Barnett memorial	<hr/> 90,133.62	<hr/> 90,133.62
Total fund balance	<hr/> 147,133.62	<hr/> 142,133.62
Total liabilities fund equity	<hr/> <u>\$ 147,133.62</u>	<hr/> <u>\$ 142,133.62</u>

BRANCH DISTRICT LIBRARY

**GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE COMPARED TO BUDGET**

	One Month Ended November 30, 2018	Eleven Months Ended November 30, 2018	Budget Year to Date 2018	
			Amount	Variance
REVENUES				
Taxes	\$ 0.00	\$ 1,378,742.53	\$ 1,457,951.02	\$ (79,208.49)
State shared revenue	0.00	34,396.54	34,137.46	259.08
Interest earned	82.55	1,961.21	3,658.55	(1,697.34)
Penal fines	25,636.62	197,714.77	183,746.05	13,968.72
Charges for services	308.81	24,221.05	26,331.60	(2,110.55)
Reimbursements	5,068.26	13,124.93	15,427.62	(2,302.69)
Miscellaneous	34.31	1,251.99	29,472.38	(28,220.39)
Total revenues	31,130.55	1,651,413.02	1,750,724.68	(99,311.66)
EXPENDITURES				
Library	198,047.11	1,899,363.06	1,876,703.90	22,659.16
Excess (deficiency) of revenues over expenditures	\$ (166,916.56)	(247,950.04)	(125,979.22)	(121,970.82)
FUND BALANCE - BEGINNING		1,080,332.60	1,935,043.25	(854,710.65)
FUND BALANCE - ENDING		\$ 832,382.56	\$ 1,809,064.03	\$ (976,681.47)

BRANCH DISTRICT LIBRARY
SPECIAL REVENUE TRUST FUND
STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	One Month Ended November 30,		Eleven Months Ended November 30,	
	2018	2017	2018	2017
REVENUES				
Interest earned	\$ 34.93	\$ 150.97	\$ 1,318.53	\$ 1,548.21
Donations	0.00	320.00	39,291.66	85,480.16
	34.93	470.97	40,610.19	87,028.37
EXPENDITURES				
Expenses	4.96	2,226.59	8,740.84	29,310.64
Aileen Barnett endowment	0.00	0.00	175.00	325.38
Friends of the Library	0.00	0.00	0.00	9,600.00
Union City facilities	0.00	0.00	3,100.35	12,938.00
	4.96	2,226.59	12,016.19	52,174.02
Excess (deficiency) of revenues over expenditures	<u>\$ 29.97</u>	<u>\$ (1,755.62)</u>	28,594.00	34,854.35
FUND BALANCE - BEGINNING			224,569.65	181,343.00
FUND BALANCE - ENDING			<u>\$ 253,163.65</u>	<u>\$ 216,197.35</u>

BRANCH DISTRICT LIBRARY

**CAPITAL PROJECTS FUND
STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	One Month Ended November 30,		Eleven Months Ended November 30,	
	2018	2017	2018	2017
REVENUES				
Taxes	\$ 0.00	\$ 0.00	\$ 217,074.72	\$ 234,037.05
Interest earned	92.75	70.61	1,020.74	969.76
	<hr/>	<hr/>	<hr/>	<hr/>
Total revenues	92.75	70.61	218,095.46	235,006.81
EXPENDITURES				
Capital outlay	1,628.18	7,380.87	80,721.94	138,630.48
Excess (deficiency) of revenues over expenditures	(1,535.43)	(7,310.26)	137,373.52	96,376.33
OTHER SOURCES (USES)				
Transfer from (to) other funds	0.00	(64,380.08)	0.00	(64,380.08)
	<hr/>	<hr/>	<hr/>	<hr/>
Excess (deficiency) of revenues over expenditures and other uses	\$ (1,535.43)	\$ (71,690.34)	137,373.52	31,996.25
FUND BALANCE - BEGINNING			<hr/>	<hr/>
			411,430.80	378,185.56
FUND BALANCE - ENDING			<hr/>	<hr/>
			\$ 548,804.32	\$ 410,181.81

BRANCH DISTRICT LIBRARY

**PERMANENT TRUST FUND
STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	One Month Ended November 30,		Eleven Months Ended November 30,	
	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>
REVENUES				
Donation	\$ 0.00	\$ 0.00	\$ 5,000.00	\$ 0.00
EXPENDITURES				
Total expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Excess (deficiency) of revenues over expenditures	<u>\$ 0.00</u>	<u>\$ 0.00</u>	5,000.00	0.00
FUND BALANCE - BEGINNING			<u>142,133.62</u>	<u>142,133.62</u>
FUND BALANCE - ENDING			<u>\$ 147,133.62</u>	<u>\$ 142,133.62</u>

BRANCH DISTRICT LIBRARY

**OTHER SUPPLEMENTAL INFORMATION
GENERAL FUND**

SCHEDULE OF EXPENDITURES COMPARED TO BUDGET

	One Month Ended November 30, 2018	Eleven Months Ended November 30, 2018	Budget Year to Date 2018	
			Amount	Variance
Salaries	\$ 114,344.52	\$ 890,266.43	\$ 1,037,459.47	\$ (147,193.04)
Board per diem	0.00	2,275.00	4,200.00	(1,925.00)
Payroll taxes	9,645.89	78,196.20	82,996.76	(4,800.56)
Insurance benefits	23,319.13	243,817.68	223,300.32	20,517.36
Other benefits	12,315.40	133,928.03	4,275.00	129,653.03
Deferred compensation	0.00	6,000.00	3,272.73	2,727.27
Liability insurance-employees	0.00	17,707.00	16,112.73	1,594.27
Employee benefits	0.00	599.98	0.00	599.98
Training and education	34.25	15,561.31	17,000.00	(1,438.69)
Travel-Training	119.91	9,637.56	16,000.00	(6,362.44)
Travel-Business	846.13	11,322.97	10,000.00	1,322.97
Rents and leases	110.00	1,810.00	1,100.00	710.00
Telecommunications	979.97	22,066.82	6,270.00	15,796.82
Utilities	1,694.18	26,564.37	31,000.00	(4,435.63)
Operating supplies	1,234.32	17,449.54	10,000.00	7,449.54
Office supplies	4,340.87	28,871.88	21,818.18	7,053.70
Janitorial supplies	181.90	2,514.62	3,272.73	(758.11)
Building/grounds maintenace materials	485.24	20,358.96	9,000.00	11,358.96
Postage	0.00	4,491.38	4,909.09	(417.71)
Food and catering	2.64	1,226.68	1,000.00	226.68
Equipment maintenance	1,978.65	9,243.44	0.00	9,243.44
Building and grounds maintenance svcs	(8,038.26)	37,046.21	45,000.00	(7,953.79)
Janitorial services	13,672.05	24,215.27	20,640.00	3,575.27
Other contractual services	633.28	21,669.69	19,000.00	2,669.69
Licensing and subscription services	0.00	14,430.90	22,801.11	(8,370.21)
Books	6,967.90	89,083.47	90,000.00	(916.53)
Periodicals	4,698.78	6,957.14	7,414.00	(456.86)
Professional and technical publications	0.00	759.00	1,633.00	(874.00)
Audio visual	1,705.02	15,549.47	19,870.00	(4,320.53)
Digital services	0.00	39,413.05	27,626.00	11,787.05
Membership and dues	180.00	3,125.82	3,000.00	125.82
Community promotions	(573.83)	5,886.92	6,000.00	(113.08)
Performers	235.00	16,401.55	13,655.00	2,746.55
Food	106.02	2,009.84	13,655.00	(11,645.16)
Program supplies	828.60	15,854.43	13,655.00	2,199.43
Printing and binding	726.50	2,541.45	4,800.00	(2,258.55)
Public announcements	227.14	3,540.49	4,800.00	(1,259.51)
Bank and merchant charges	45.50	643.27	1,090.90	(447.63)
Broadcast content fees	1,174.73	1,174.73	1,826.88	(652.15)
Management and consulting services	1,545.68	18,903.04	16,500.00	2,403.04
Legal and accounting services	2,280.00	35,623.37	40,000.00	(4,376.63)
Correction of prior year taxes	0.00	624.10	750.00	(125.90)
Total expenditures	\$ 198,047.11	\$ 1,899,363.06	\$ 1,876,703.90	\$ 22,659.16

BRANCH DISTRICT LIBRARY
OTHER SUPPLEMENTAL INFORMATION
GENERAL FUND
SCHEDULE OF EXPENDITURES

	One Month Ended November 30,		Eleven Months Ended November 30,	
	2018	2017	2018	2017
Salaries	\$ 114,344.52	\$ 78,364.72	\$ 890,266.43	\$ 846,365.20
Board per diem	0.00	0.00	2,275.00	675.00
Payroll taxes	9,645.89	7,110.62	78,196.20	64,682.70
Insurance benefits	23,319.13	10,558.99	243,817.68	114,167.14
Other benefits	12,315.40	0.00	133,928.03	2,125.00
Deferred compensation	0.00	0.00	6,000.00	3,000.00
Liability insurance-employees	0.00	0.00	17,707.00	0.00
Employee benefits	0.00	128.95	599.98	1,408.08
Training and education	34.25	2,001.66	15,561.31	14,642.16
Travel-Training	119.91	0.00	9,637.56	0.00
Travel-Business	846.13	687.21	11,322.97	7,646.29
Rents and leases	110.00	104.00	1,810.00	1,248.00
Telecommunications	979.97	1,782.66	22,066.82	16,847.86
Utilities	1,694.18	2,075.12	26,564.37	25,480.38
Insurance	0.00	0.00	0.00	4,040.16
Operating supplies	1,234.32	533.98	17,449.54	5,769.90
Office supplies	4,340.87	1,872.97	28,871.88	22,029.78
Janitorial supplies	181.90	0.00	2,514.62	1,576.99
Building/grounds maintenace materials	485.24	2,026.28	20,358.96	7,627.98
Postage	0.00	239.20	4,491.38	3,252.63
Food and catering	2.64	0.00	1,226.68	0.00
Equipment maintenance	1,978.65	186.09	9,243.44	12,986.63
Building and grounds maintenance svcs	(8,038.26)	2,313.13	37,046.21	35,737.29
Janitorial services	13,672.05	0.00	24,215.27	0.00
Other contractual services	633.28	291.04	21,669.69	21,847.11
Licensing and subscription services	0.00	4,319.67	14,430.90	48,255.98
Books	6,967.90	5,909.42	89,083.47	83,132.57
Periodicals	4,698.78	5,753.04	6,957.14	7,235.20
Professional and technical publications	0.00	0.00	759.00	1,751.75
Audio visual	1,705.02	903.00	15,549.47	15,814.80
Digital services	0.00	0.00	39,413.05	7,652.12
Membership and dues	180.00	56.00	3,125.82	3,312.39
Community promotions	(573.83)	3,920.35	5,886.92	38,942.28
Performers	235.00	0.00	16,401.55	0.00
Food	106.02	0.00	2,009.84	0.00
Program supplies	828.60	0.00	15,854.43	0.00
Printing and binding	726.50	115.00	2,541.45	1,308.68
Public announcements	227.14	402.40	3,540.49	3,880.10
Bank and merchant charges	45.50	45.35	643.27	560.84
Broadcast content fees	1,174.73	0.00	1,174.73	0.00
Management and consulting services	1,545.68	0.00	18,903.04	0.00
Legal and accounting services	2,280.00	2,332.80	35,623.37	44,706.18
Correction of prior year taxes	0.00	0.00	624.10	742.91
Total expenditures	\$ 198,047.11	\$ 134,033.65	\$ 1,899,363.06	\$ 1,470,452.08